Making the Most of Your 1:1 Advisory Services Sessions

A Guide for Shortlisted Teams

Stage 2 of the Northern Access Round of the Housing Supply Challenge

Contents

Program led by: EVERGREEN

Funded by: NATIONAL HOUSING STRATEGY Canada

Part 1: Overview

What are the 1:1 Advisory Services?

As a part of Evergreen's Housing Supply Challenge Support Program for Stage 2 of the Northern Access Round, we are delivering *1:1 Advisory Services*, a series of one-on-one hour-long sessions bringing together a shortlisted team with advisors, experts, and mentors held from March – May 2023. These sessions offer teams an opportunity to present your solutions and/or barriers to advisors of your choosing and receive individualized feedback on your solutions.

You will have access to a roster of advisors who have extensive knowledge and experience in the housing ecosystem in Canada, especially in northern and remote regions. You can book two sessions per month for a total of six sessions.

Why should shortlisted teams participate?

Through these sessions, you will receive new perspectives and insights into the barriers you are addressing and your solutions. Advisors' contributions may help you troubleshoot specific elements of your project, and help you tap into expertise that you may not have access to in your existing networks. Ideally, you will leave your sessions with actionable advice to improve the quality of your final submission.

How were external advisors selected?

The Support Program worked with Sean Gadon, Special Advisor, Dina Graser, Senior Advisor, Amanda Buffalo, Northern & Indigenous Advisor, and Innovation 7, led by Dale Booth, to recruit advisors, experts and mentors with experience in many essential fields in Canada's housing industry including the following themes and more: logistics, project management, architecture, engineering, and community engagement. We selected advisors based on input we received from you in your check-ins with us, as well as areas of expertise found relevant in previous rounds of the HSC.

Part 2: What to Expect

During your session

For each session, teams meet virtually for one hour with the advisor of your choice. You can use this time however you best see fit. You could dive into one area of your project where you have many questions, or a roadblock you'd like the advisor to weigh in on, or seek their feedback regarding the project overall. We recommend you tailor your discussions in each session to the advisor you choose to meet with, and their area of expertise. See Part 3, below, on how best to prepare for these sessions.

Post-session

Following your 1:1 session you will be prompted to complete a short survey to provide feedback on how the session went. This feedback helps us improve this service in real time to best meet your needs. Thank you for taking the time to share your thoughts with us!

Part 3: How to Prepare

Prepare your materials

The advisors will have access to your Stage 1 Application and Evaluation Panel Feedback as well as the Stage 2 Application Form; however, your project has progressed since June 2022, so you should provide a brief summary at the beginning of your 1:1 session.

We encourage you to include the following four parts in your summary:

1. **The Problem** – What is the supply chain challenge your solution is trying to solve? Refer back to your initial application. Has your understanding of the problem changed? Are you focusing on a different problem?

2. **Your Proposed Solution** – Concisely describe the solution you are developing. Are you developing a prototype of some kind, an innovative new process? Would visual materials shared in advance be useful to demonstrate your project?

3. **Activities to Date** – What have you been working on over the last several months since you were shortlisted? How has your project progressed over the last few months? What are you working on right now? What potential challenges and obstacles are you facing that would be relevant to this advisor?

4. **Key Question(s)** – What are the key question(s) or issue(s) you want to get input and feedback on from advisors?

Think about your key questions

To make the most of your session, review the advisor's bio and tailor a few key questions to this advisor's area of expertise.

Here are some topics you might consider discussing with advisors:

- **Feasibility and viability** – seek feedback on the financial viability or logistical feasibility of an aspect of your solution.
- **Technical or procedural questions** – ask for advice on how to navigate an unfamiliar process or area of technical expertise.
- **Best practices and learnings** – receive insights and lessons from professional experience, other projects, or potential prototypes.
- **Social/cultural context** – seek advice about operating within a particular social or cultural context.

Part 4: Scheduling and Managing Your Bookings

Booking your sessions

The 1:1 Advisory Sessions will happen through March, April and May. Teams can book two sessions per month over the three-month service period for a total of six sessions. Evergreen will prepare a tailored list of advisors to help you narrow down who you may like to book sessions with, however teams will have access to the full roster of advisors and will not be limited to booking with the advisors on their individualized list.

You can choose to meet with the same advisor more than once (pending their availability) or multiple advisors. Feel free to rebook with the same advisor to continue to the conversation, or to meet with another advisor if your questions have been answered and you'd prefer to gain the perspective and advice of another expert.

Note: Advisors have limited availability per month. As a result, bookings will be subject to a first-come, first-serve basis. To ensure all teams have access to advisors, in the case that an advisor is in high demand, we may limit sessions with this advisor to one per team.

When booking with an advisor, you will provide your Team Lead name and Solution Title so the advisor can become familiar with your project in advance. There is also space to include additional information such as topics you'd like to cover in the session, particular roadblocks you're working through, or specific questions you have for the advisor. We recommend you share this information in advance as this will help the advisor better prepare for the session.

Access the 1:1 Advisory Services booking page.

Tip: Forward the calendar invites to any team members who will join the session.

Using the Booking Platform – Microsoft Bookings

We've set up an online booking page powered by Microsoft Bookings which will easily allow teams to book a session with advisors based on the advisors' availability. The advisors' availability will be held as open slots on the booking calendar. You'll receive a confirmation email and reminder emails upon booking a session. Refer to Appendix A for a step-by-step guide on how to book a session.

Attending your session

All 1:1 Advisory Services sessions will be hosted on Zoom. You can access the Zoom link and passcode for your sessions via the reminder emails (sent one week prior and one day prior to your session).

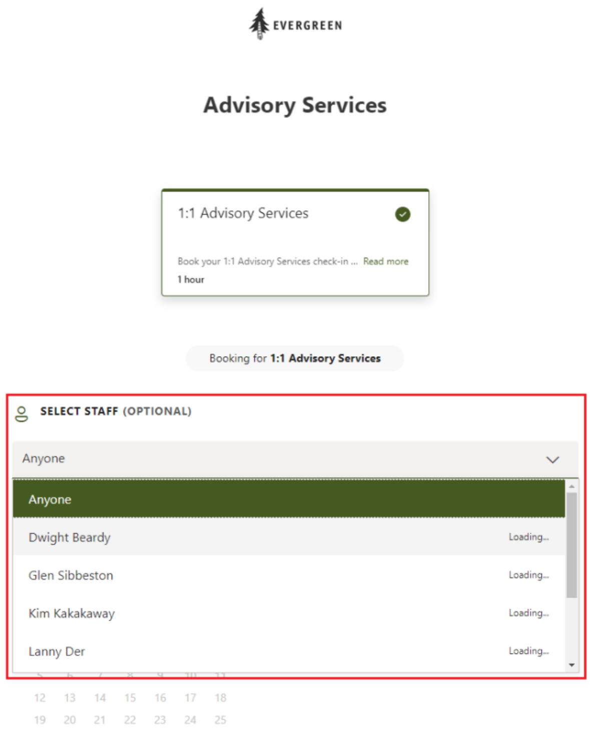
Using Zoom

- Be sure to update your Zoom software before the session to minimize technical disruptions.
- If possible, please join the Zoom meeting using a computer with a webcam so that everyone can see you.
- Please plan to join a few minutes early to make sure you can access the meeting smoothly.
- When you join, please update your display name to include your name.
- Please mute your microphone when others are presenting.
- If you are presenting live, you can share your screen by clicking the green "Share Screen" button along the bottom of your screen. More information on screen sharing can be found here.
- If you have any issues connecting to your meeting, or during your session, please contact us at hsc-dolsupport3@evergreen.ca or (647) 670-2265, and we will help get you connected.

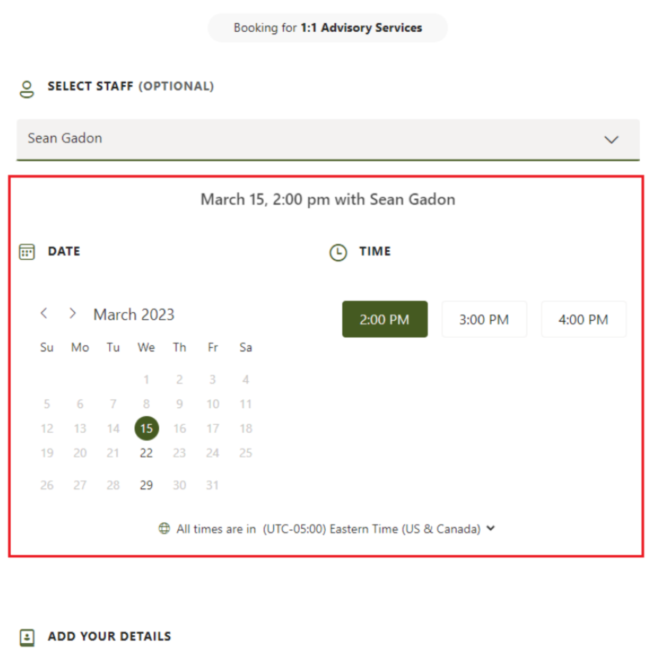
Appendix A

How to book: step-by-step guide

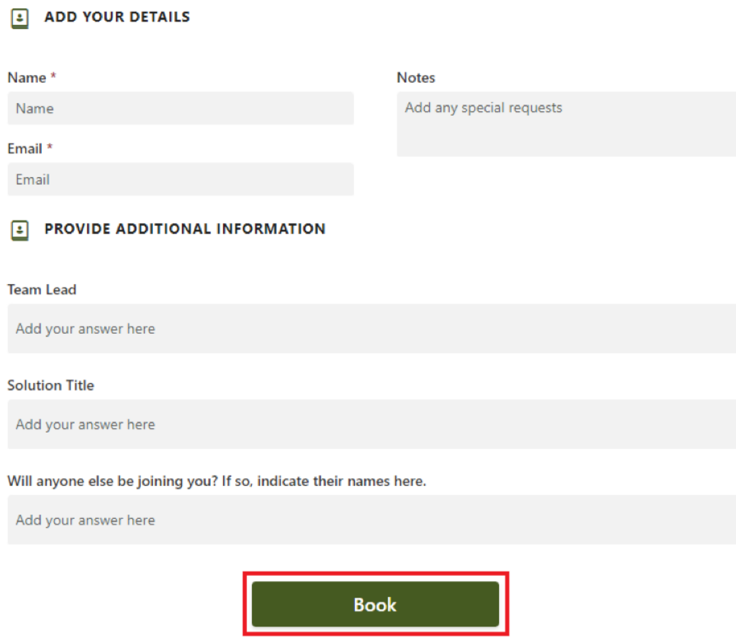
Step 1: find and select desired advisor by click the “SELECT STAFF” scroll down menu



Step 2: the selected advisor’s availability will populate – select a date and time that works for you.



Step 3: add your details, your team's information (including anyone else who may join the session) and click "Book"!



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